



CITY OF ALLENTOWN

No. 71

RESOLUTION

R - 2021

Introduced by the Administration on June 2, 2021

Authorizes Contract with Preferred EAP for \$12,000 to provide an Employee Assistance Program allowing up to five 50 minute in-person contacts for eligible employees for brief counseling or referral to appropriate treatment/service resource; three informal quotes; one year contract starting July 1, 2021 with the option to renew for an additional 24 months under the same terms and conditions.

Resolved by the Council of the City of Allentown, That

WHEREAS, Article 130.16 of the City's Administrative Code requires City Council approval by Resolution for the award of contracts or engagement of professional services.

WHEREAS, it is the desire of the City of Allentown to enter into an agreement with the aforementioned Contractor, for the use and purpose indicated in supporting the Recommendation of Award of Bid:

1. Name of Contractor/Consultant: Preferred EAP
2. Project or Contract Reference: C09-000071- Employee Assistance Program
3. Description of Service(s): The Contractor will provide eligible users, which is defined as a full-time, part-time employees and benefits eligible dependents thereof, with up to five (5) 50 minute in-person contacts, per problem, per occurrence, for brief counseling or referral to appropriate treatment/service resource.

NOW, THEREFORE, BE IT RESOLVED, on this the 2nd day of June, 2021, that the Council of the City of Allentown, hereby authorizes the Mayor and/or such other City officials as deemed appropriate by the City Solicitor, to sign and execute a Contract or Amendment and such other agreements and documents as are deemed by the City Solicitor to be necessary and/or related thereto, with the above named contractor/consultant, for the project identified.



CITY OF ALLENTOWN
Request for Approval and Recommendation of Award

SUBJECT: Request for Contract Award and Approval by City Council Pursuant to City Ordinance, Article 130.16

Project or Contract Reference: C09-000071- Employee Assistance Program

TO: City Council, City Clerk, and Council Solicitor

FROM: Meloney Sallie-Dosunmu, Department Head

DATE: May 14, 2021

Pursuant to City Ordinances, Article 130.16, this Recommendation of Award is before City Council for its approval and award of the contract.

- Check Type of Contract or Change:

The contract is for over \$40,000 and required to be competitively bid under the City Code. We have advertised the above referenced project and received qualified bids/proposals.

X The engagement of professional services. We have received and reviewed a proposal or proposals for professional services in connection with above referenced project or requirement for professional services.

- The contract appropriation or price increase **is** included in this year's budget
- List the Vendor's name, address and proposed sum, of any and all **alternate** quotes/received, if any.

Penn Foundation- 520 Washington Avenue, P.O. Box 32, Sellersville, PA
Magellan Healthcare, Inc.- 14100 Magellan Plaza, Maryland Heights, MO

- List the name and address of the **recommended** Contractor/Vendor, include the following:

Preferred EAP, a service of LVHN, 1728 Jonathan Street, Suite 200, Allentown, PA

Contract Consideration: an annual budgeted sum of \$12,000.00
Funding Source: 000-06-0603-0001-46

- Description of project or scope of services to be provided:

The City obtained three informal (3) quotes from various vendors that would provide the City with an Employee Assistance Program. Upon review by the Contract Manager it was decided that Preferred EAP had the most cost effective program that provides the specific service to eligible users, which is defined as a full-time, part-time employees and benefits eligible dependents thereof, with up to five (5) 50 minute in-person contacts, per problem, per occurrence, for brief counseling or referral to appropriate treatment/service resource.

- Contract Term:

The contract term shall commence on July 1, 2021 and shall cease on June 30, 2022

- List any renewal term options and duration of each renewal, if any:

The City will have the option to renew the contract for an additional 24 months under the same terms and conditions as set forth in the original agreement.

- Maximum dollar value of all renewals provided for beyond the original term as if all renewals were exercised:

An estimated budgeted sum of \$24,000 for the two (2) year renewal term.

A vote of final approval is requested of the members of Council and by passing the accompanying resolution, this Contract will be deemed approved and awarded.

By: Meloney Sallie-Dosunmu, Department Head

Copies To: Mayor
Director of Finance
Purchasing
Controller

Attachment: proposed resolution